

The Airport Commission met in regular session Monday, February 10, 2020, at 4:00 p.m. The meeting was called to order by Chairman Hobbs.

**Members Present:**

Ray Hobbs, Bob Crafton, Gary Jackson, Clyde Tempel, and Roger Bullock. Jerry Vest and Mark Fryauf were absent.

**Others Present:**

David Krutsch, Airport Manager; Jennifer Moore, City Staff; Linda Jennings and Stephen Ricker, Beaver Lake Aviation (BLA)

**Other Officials Present:**

Mark Kruger, City Council Member; Jerry Carmichael, City Council Member

**Public Forum:** There were no comments from anyone in the audience. The Public Forum was declared closed.

**Action on Minutes:**

Motion by Tempel, second by Bullock to approve the minutes of January 13, 2020 as submitted.

**Voice Vote: Yes-Unanimous. Motion carried.**

**Financial Report:**

Krutsch presented the Financial Report for period ending January 31, 2020. Krutsch discussed the following:

- Revenue Acct 48000- Building and Grounds Rental: 99% of annual ground lease payments received as of 2/5/2020. Two lessees with ground lease payments outstanding have been notified.
- Revenue Acct 48020- Fuel Flowage Fees: January 2020 down 5.3% compared to January 2019; however, December (posted in January) remained a strong month. December 2018 was a 10 year high. Krutsch expects a double digit increase for February.
- Revenue Acct 48010/Expense Acct 70745- Customs: included a quarterly payment.
- Expense Acct 70155- Building and Grounds Maintenance: \$10,500 of the total posted was for the final payment for repainting and refurbishment of the static display aircraft.
- Capital Expense Acct# 80100: the \$57,778 expense was the liquid deicer trailer received in January. Sales taxes were not included in that amount.
- Tempel inquired about the ground lease delinquency/collection procedures. Krutsch informed that initial invoices are sent in December. If payment is not received, 2<sup>nd</sup> and 3<sup>rd</sup> notices will be mailed. If payment is not received after a 3<sup>rd</sup> notice, the matter will be brought before the Commission for review. There is a 10% late payment penalty if payment is not received by January 31.

**Manager's Report:**

Krutch provided a year-end carryover handout in the financial packet and updated the Commission on the following:

- The carryover items will be presented to City Council in an upcoming meeting. Total Carryover \$322,473.
  - Acct 81138 – for the Construct Taxiway Project-Design Phase Services: \$223,210.
  - Acct 80100- for Runway Deicer Equipment: \$63,267; \$57,778 has been paid for the deicer trailer. The remaining amount is for sales tax to DF&A.
  - Acct 80100- Liquid Deicer Storage Tank and Appurtenances: The tank has been installed. The amount to carryover, \$1996, will be for bollards and auxiliary transfer pump.
  - Acct 70155- for Taxiway/Apron Striping: \$15,000 was budgeted for 2019. The work was not completed due to weather and scheduling conflicts.

- Acct 70155- Repainting of Static Display Aircraft: as discussed in the financial report, the amount of \$10,500, reflects the final payment.
- Acct 70155- Concrete Pad for Self-Serve AVGAS: The 2019 carryover amount is \$8,500. Krutsch said based on estimates received recently, there may be some additional cost that can be paid from budgeted O&M. The pad will be located south of the Civil Air Patrol hangar. The location was selected as electric is readily available, lighting is in place, the location is accessible to all customers, and it is easy to access for fuel trucks.
- Training has been completed on the liquid deicer trailer. Nozzle extensions were requested and installed to reduce wind drift. The equipment is working well. Spare parts have been ordered and put into inventory.
- A lighting strike damaged a couple of airfield signs, an LED power module in the main entrance sign, and a surge protector for a gate operator. Staff has repaired all of the damage.
- Replacement zero turn mower has been ordered and should be received in a few weeks.
- Annual Election of Officers will be held at the March meeting.
- Construct Taxiway Project: Krutsch updated the Commission on the progress of the AIP 38 project. Plans may need to be submitted to the FAA prior to the March meeting. Krutsch offered to schedule a Study Session for Commissioners, if desired, to review the preliminary layout plan, storm water detention, grades, and utility extensions. Krutsch noted that the goal is to maximize developable real estate. All Commissioners present expressed a desire to attend a Study Session. Councilmember Jerry Carmichael inquired about the drainage and the need to coordinate development with adjacent property owners.
- Krutsch stated staff responded to a couple of weather events in January; however, no additional chemicals use was required. Mechanical removal methods were used.
- Self -Serve AVGAS Coordination and Customer Survey: Linda Jennings with Beaver Lake Aviation informed that a feasibility study is underway and a survey was sent to local customers. Krutsch informed that once in place, it would be listed on an FAA database that private companies use for airport information publications.

**Reports from Boards and Standing Committees: None**

**Old Business: None**

**New Business: None**

**Coming Events:**

City offices will be closed February 17, 2020 in observance of President's Day

Mayor Hines' State of the City Address will be given on Tuesday, February 25, 6:00PM. A Chamber reception will be held at City Hall at 5:00pm.

An AOPA Safety Seminar is scheduled for Thursday, March 12, 7:00PM, at BLA. Topic: Choices and Consequences. Online registration is available.

Motion by Temple, second by Jackson to adjourn. Voice Vote: Yes-Unanimous. **Motion carried.**

Meeting adjourned at 4:28 p.m.